



STATE OF NEVADA
OFFICE OF THE STATE TREASURER

UNCLASSIFIED POSITION ANNOUNCEMENT
Deputy Treasurer for Unclaimed Property
Las Vegas

SPECIAL NOTIFICATION

This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Nevada State Treasurer.

DUTY STATION

Las Vegas, Grant Sawyer Building

POSITION SUMMARY

The Deputy Treasurer for Unclaimed Property oversees a current staff of 11 employees with one manager who directly supervises the 10 employees. This position is generally responsible for the following functions: unclaimed property claims process, holder reporting, audit functions of the office, securities reconciliation, ensuring that proper custodial procedures are followed for safekeeping intake and payment of safekeeping claims, administering the yearly unclaimed property auction, reviewing contracts and monitoring process for contract approval, performing revenue forecasts for unclaimed property, updating internal controls, and working with the information technology department and other online sources and vendors, among other things.

The Deputy Treasurer for Unclaimed Property is also responsible for testifying before the legislature as necessary and for monitoring legislative activity concerning unclaimed property during active session, for working with enforcement agencies on fraud cases, and for overseeing advertising of the program.

The Deputy Treasurer for Unclaimed Property represents the Treasurer's Office at specified public functions and meetings, including interview requests, and is responsible for budget preparation and supervision. A full listing of the duties is available upon request.

QUALIFICATIONS

A four year college degree from an accredited college or university with a major in business or public administration; or at least four years of executive management experience, or an appropriate combination of education and experience which includes staff supervision and good oral communication skills. Experience in auditing, governmental accounting, and/or unclaimed property considered a plus. In addition, the incumbent must possess a broad knowledge of generally accepted management practices; excellent customer service skills; a high degree of

CARSON CITY OFFICE

State Treasurer
101 N. Carson Street, Suite 4
Carson City, Nevada 89701-4786
(775) 684-5600 Telephone
(775) 684-5623 Fax

STATE TREASURER PROGRAMS

Millennium Scholarship Program
Nevada Prepaid Tuition Program
Unclaimed Property
Upromise College Fund 529 Plan

LAS VEGAS OFFICE

555 E. Washington Avenue, Suite 4600
Las Vegas, Nevada 89101-1074
(702) 486-2025 Telephone
(702) 486-3246 Fax

organizational skills and the ability to multi-task; the ability to interpret and apply laws, regulations, rules, and policies; and the ability to prepare and present oral and written recommendations. Incumbent would be part of the management team of the Office of the State Treasurer, who would report directly to the Senior Deputy Treasurer – South, with oversight by the Chief of Staff and Chief Deputy Treasurer. Some travel required.

SALARY

Up to \$98,880 maximum salary* (Salary range reflects retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary). A comprehensive benefit package is offered by the State of Nevada (<http://dop.nv.gov/fsbenes.html>) as well.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL FILLED:

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process).

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Office of the State Treasurer
Grant Hewitt, Chief of Staff
101 N. Carson Street, Suite 4
Carson City, NV 89701
Phone (775) 684-5757; Fax (775) 684-5781
ghewitt@nevadatreasurer.gov

Fingerprints and a State of Nevada/FBI background check are required as a condition of employment. Employee reference checks will be conducted, which may include a review of documentation related to job performance.

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.